

APPLICANT INFORMATION GUIDE

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MAKE
GREAT
HAPPEN





Acknowledgement of Country

TAFE Queensland acknowledges the Traditional Custodians of Country throughout Australia and respect the continuing connection to land, waters, cultures and family that Aboriginal and Torres Strait Islander peoples uphold.

We pay respect to Elders past, present and future. We recognise that teaching and learning has taken place on country for over 60,000 years and two-way learning is an important part of our reconciliation journey.

Artwork elements by Riki Salam, We are 27 Creative. Visit tafeqld.edu.au/rap to view the Reconciliation Action Plan.

TAFE Queensland helps people to change their lives.

TAFE Queensland is proud to be the largest and most experienced Vocational Education and Training provider in the State. For more than 140 years, TAFE Queensland has delivered practical and industry relevant training to provide students with the skills and experience they need to build lifelong careers.

We have recently been named the State Winner of the 2021 Large Training Provider of the Year at the prestigious Queensland Training Awards. Our training is delivered to students and apprentices on-site, online, in the workplace, or on-campus to give people the skills they need to enrich their communities, support their industries, and strengthen their local economies.

From entry level certificates and apprenticeships to bachelor degrees, TAFE Queensland delivers hands-on, practical training across almost 500 qualifications at more than 60 campus locations throughout Queensland, from Thursday Island in the North to Coolangatta in the South East and as far west as Mount Isa.

Our responsive approach allows us to adapt our offering to meet the needs of local industries by delivering training that strengthens local communities and provides real employment opportunities for graduates.

We have a highly experienced workforce closely connected with their industries and dedicated to delivering best practices and innovative training. Our students benefit from our innovative, authentic, and progressive team, helping them graduate confidently, capable, and with the hands-on skills employers need.

At TAFE Queensland, we value diversity and inclusion in our work environment and provide employment opportunities that are inclusive of people from all diversity groups.

At TAFE Queensland, we value diversity and inclusion in our work environment and provide employment opportunities that include people from all diversity groups. We strive to create a healthy, productive workplace free from harassment and unlawful discrimination and, more recently, have begun our journey to become a White Ribbon Accredited Workplace. We also ensure that our LGBTQIA+ employees and allies have a forum to connect and collaborate in a shared and safe environment, allowing members to lead discussions and share ideas on creating and enacting inclusive practices at TAFE Queensland.

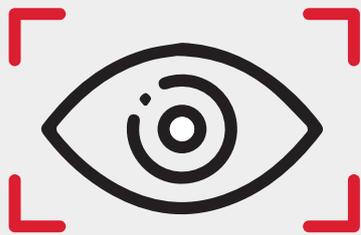
YOUR TAFE QUEENSLAND JOURNEY STARTS NOW

If you are excited about transforming student lives and want to work for the State's largest training provider, then read on. We've developed a handy guide that gives you information about our application, recruitment and selection processes, as well as other stuff you might want to know. In this guide, we'll take you through:

- Our vision, mission and values
- The benefits of working for TAFE Queensland
- Our application process and recruitment portal
- How we select our staff
- Employment suitability
- Commencing employment with us

State Winner of the 2021 Large Training Provider of the Year **More than 140 years** of experience **TAFE Queensland values diversity and inclusion** in our work environment and provides employment opportunities which are inclusive of peoples from all diversity groups **Purpose-built facilities,** simulating real world work environments **50+ locations** across Queensland **Flexible and supportive** work environments **An innovative,** authentic, and progressive team that are **highly experienced** and closely collected to their industries

TAFE QUEENSLAND'S VISION, MISSION AND VALUES



OUR VISION

At TAFE Queensland, our vision is to be the leading provider of vocational education and training that is the heart of community success.



OUR MISSION

At TAFE Queensland, we deliver quality education and training that enables the careers of our students and the development of the industries and communities we serve.

OUR VALUES



SAFETY FIRST

Everyday actions to be safe and deliver measurable improvements in safety leadership, culture and outcomes



WORKING TOGETHER

Demonstrating a one TAFE Queensland mindset, working together to achieve our objectives



FOCUSING ON OUR CUSTOMER

Enhancing the customer experience, living up to the quality promise in our Brand



SHOWING INITIATIVE

Improve our processes, services and products to create value for now and the future



TAKING RESPONSIBILITY

Taking responsibility for ourselves and being responsible to each other, our students and communities to build a stronger TAFE Queensland





HEALTH, SAFETY AND WELLNESS

We are committed to building an empowered and engaged workforce. We've developed a framework and programs to achieve TAFE Queensland strategic direction to 'foster staff health and wellbeing'.

Our employees genuinely matter to us, and that's why we have built a comprehensive range of employee benefits as a way to say thank you to our staff. When you join the TAFE Queensland team, you'll be able to access a comprehensive range of employee benefits that include:

FINANCIAL BENEFITS

- Generous employer superannuation contributions of up to 12.75%;
- Salary packaging and novated leasing;
- Lenovo PC products, accessories and options discounts;
- Dell products, including tablets, monitors, laptops, desktops and other Dell peripherals staff deals;
- Apple discount on iPads, MacBooks and a range of HomeKit products and accessories.

TRAINING AND CAREER DEVELOPMENT

- Challenging, relevant and engaging work;
- Professional development and training opportunities;
- Annual staff recognition awards.

WORK-LIFE BALANCE AND WELLNESS

There's more to working at TAFE Queensland than financial reward alone, and we realise that different things appeal to people. If you value your work-life balance, then you will be interested in our balance and wellness benefits:

- Flexible work options;
- Access to our Employee Assistance Program (Benestar)- a voluntary, free and confidential counselling service to assist employees and their families with personal and or work-related matters;
- Wellbeing initiatives;
- Fitness Passport - discounted gym and pool membership access;
- Access to private health corporate plans;
- Work at Home Software, i.e. Adobe and Microsoft software;
- Paraplegic Benefit Fund support for permanent and temporary employees; and a
- Smoke-free work environment.

APPLYING WITH US

WHERE WE ADVERTISE

Our advertised positions can be found on the TAFE Queensland Recruitment Portal. You can find it by visiting tafeqld.edu.au. Search our current job opportunities and once you've found a role you're interested in, click through to open and read the full role description to ensure that it's the right role for you.

The contact officer identified on the job advertisement can provide further specific information about the role and are often the direct supervisor.

THE ROLE DESCRIPTION

Contained within the advertisement, you will find information from the role description, such as the purpose, key responsibilities, how you will be assessed, and any mandatory qualifications or requirements.

Mandatory requirements are mandatory levels of qualifications and experience specifically required to perform the role, and these must be met for your application to be considered and progressed. We suggest that you upload a Justice of the Peace certified copy of your qualifications or licences, where possible.

ELIGIBILITY

To be appointed by TAFE Queensland on a fixed-term or ongoing basis, you will need to:

- be an Australian Citizen; or
- hold the status of Permanent Resident in Australia.
- If noted in the Role Description that international candidates will be considered, you must be eligible to apply for:
 - a Temporary Skill Shortage Visa (subclass 482); or
 - another appropriate working visa as determined by the Department of Home Affairs.

For more information on Australian citizenship and visa requirements, please refer to immi.homeaffairs.gov.au/

All applicants will be asked to provide proof of eligibility and we ask that you be prepared for any pre-employment checks TAFE Queensland may carry out, including a Criminal History Check.

TAFE Queensland is supportive of a work-life balance that enables employees to divide their energy between their home and work priorities. We appreciate that these practices and policies can enhance health and productivity, but we also believe that it is essential to balance work and staffing requirements at each workplace.

Our flexible work options are negotiated between employees and their managers, enabling individuals to meet their work and home responsibilities in a balanced way. There are options available which may include short or long term changes to work patterns, work from home, or purchased leave arrangements, to name a few.

We also recognise that our staff have a range of cultural affiliations and family responsibilities that impact work-life balance. We are committed to ensuring that employees are not disadvantaged or discriminated against in any way connected to their employment.

OUR APPLICATION PROCESS

All applications can be made via the TAFE Queensland Recruitment Portal.

Applying online allows you to:

- track the progress of your application
- update your details if they change after you have submitted your application; and
- withdraw your application if you wish.

Advertised vacancies are visible in the Recruitment Portal until the closing date. Applications must be received by the closing date. If you miss the closing time for a job opportunity, you may request to submit a late application. Late submissions require you to reach out to the Contact Officer and make the request and they, along with the Selection Panel, give consideration and response.

Selection processes vary between roles therefore, it should not be assumed a formal written application addressing the basis for assessment is required. Please take the time to read the application requirements and all instructions carefully.

TALENT POOLS

TAFE Queensland regularly advertises for talent pools to fill short and long term vacancies. Talent pools may be open for a period of up to six (6) months and consist of a group of pre-qualified candidates who are ready to be hired straight away for roles. To be placed in a TAFE Queensland talent pool, you need to apply when the Pool is advertised or search the Recruitment Portal for any active Pools. You can be notified when a Pool is advertised by setting your preferences for job alerts in the Recruitment Portal.

Consider applying for a talent pool for:

- a fast and streamlined recruitment process
- the opportunity to be considered for multiple roles over 12 months
- to launch or develop your career with TAFE Queensland.





OUR SELECTION PROCESS

Completed applications are assessed on merit by a Selection Panel which generally consists of two (2) or three (3) members. The Panel is always made up of members with current knowledge or involvement in the relevant work area. After the closing date, the panel will assess all applications and short-list based on the evidence presented in the written applications or other requested submissions.

Merit is the extent to which an applicant has abilities, aptitude, skills, qualifications, knowledge, experience, achievement (including community service), characteristics and personal qualities relevant to carrying out the duties of a given role. This includes, where appropriate, how an applicant carried out the duties or functions of previous roles held or engaged in (paid or unpaid) and the extent to which an applicant has potential for development to fulfil the position within reasonable time and resources.

Selecting candidates can involve a range of techniques, including a resume, written application, interview, practical or structured individual or group exercise, work samples, aptitude and ability tests, and role-plays.

Applicants that are short-listed for an interview will be contacted to arrange an interview time, and sufficient notice will be provided to applicants of their interview requirements. Applicants deemed unsuitable to progress to the interview stage will be notified once the recruitment process has been completed.

Applications from recruitment agencies will not be accepted.

THE INTERVIEW

All candidates will be asked the same questions developed from the key responsibilities and capabilities contained within the Role Description, enabling the Panel to assess how well you match the requirements of the position.

It is suggested that you give some thought to the type of questions that could reasonably be asked to ensure your answers accurately reflect your capabilities. You may be asked to describe actual situations or tasks in which you have been involved. This is an opportunity for you to expand on or clarify the information you provided in your application.

Arriving on time is essential. It is worth noting you will be asked to provide Justice of the Peace certified qualifications at the time of your interview if you have not previously done so.

SELECTION TECHNIQUES

The Panel will choose selection techniques they consider relevant to the role. You may also be asked to provide work examples, complete a skills test, or undertake appropriate tests or structured group and individual exercises. An example of a skills test is where you are asked to prepare a lesson plan and deliver the first ten minutes of the Plan to the Panel, demonstrating your teaching skillset.

REFEREE CHECKS

We ask that you provide two (2) referees that can be contacted during the selection process. Your referees must be able to verify the information you have provided in your resume, application, and interview. Their responses will be used to determine your ability to meet the requirements of the role.

At least one (1) referee should have first-hand knowledge of your conduct and performance (i.e. manager or supervisor) within the previous two (2) years.

This information will be used to supplement the final selection decision. If contact with your current supervisor will cause issues for you in your current role, please advise the Panel accordingly.

POST-SELECTION FEEDBACK

Post-selection feedback is available to all applicants upon request and can be arranged through the Chair of the Selection Panel.

Feedback is based upon an assessment of your suitability in relation to the requirements of the role.

PRIVACY

TAFE Queensland will collect your personal information solely for processing and managing your application(s) for potential employment with us and undertaking associated pre-employment activities, including criminal history checks.

Per the **Information Privacy Act 2009 (Qld)**, your personal information will only be accessed by staff employed by or on behalf of TAFE Queensland for this purpose. Your information will not be provided to any other person or agency unless;

- you have provided TAFE Queensland with permission; or
- as otherwise outlined in the **TAFE Queensland Privacy Policy**; or where disclosure is permitted or required by law.

Your information will be stored securely, and if you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, contact the TAFE Queensland Privacy Officer at privacy@tafeqld.edu.au.

OFFER OF EMPLOYMENT PROCESS

NOTIFICATION OF APPOINTMENT

Once the recommended candidate has been approved, both the candidate and all unsuccessful interviewed candidates will be notified as soon as possible.

All applicants will be advised in writing of the outcome of the recruitment process at the earliest possible date. This can take some time, as until the successful candidate accepts the role other applicants are not deemed unsuccessful.

PRE-EMPLOYMENT CHECKS

There is a requirement for pre-employment checks to be carried out on any candidates recommended for employment with TAFE Queensland. Pre-employment checks include confirming qualifications, professional registration/s, previous employment history, including any prior serious disciplinary action and Australian work rights status.

A criminal history check will be completed for all recommended candidates before their employment with TAFE Queensland.

If information is received that varies from what has been provided, you will be allowed an opportunity to respond. Any statement in your application that is found to be deliberately misleading will result in disqualification from further consideration. If you are already employed in the Queensland Public Service, it may be grounds for disciplinary action.

THE FOLLOWING PRE-EMPLOYMENT CHECKS MAY APPLY TO YOU:

Early Retirement, Redundancy or retrenchment

If you have previously received an early retirement, redundancy or retrenchment package issued by a Queensland Government agency and are currently within the benefits period, you may be required to repay some of the funds, upon commencement of employment with TAFE Queensland.

Visa or Citizenship

To be eligible for an appointment to a role you must satisfy visa or citizenship requirements based on the work rights stipulated by federal legislation. If you do not meet the requirements to work in Australia, you cannot be appointed in any capacity within TAFE Queensland.

OFFER OF EMPLOYMENT PROCESS

Disclosure of Criminal History

Under the Criminal Law (Rehabilitation of Offenders) Act 1986, any applicants for positions in, or operating out of, TAFE Queensland premises are required to disclose their relevant criminal convictions concerning certain offences. Such disclosures will not necessarily preclude you from appointment.

Offences required to be disclosed include criminal convictions, whether committed in Queensland or elsewhere, related to:

- offences of a sexual nature;
- offences related to drug misuse;
- offences against morality;
- assaults; abduction;
- offences against liberty; or
- offences relating to marriage and parental rights and duties.

These are defined in Chapter 22, 32, 33 or 34 of the Criminal Code of Conduct or Drugs Misuse Act 1986, Part 2.

Offences are required to be disclosed by the nominated applicant for the role at the conclusion of the short-listing and interview process. At that stage, the nominated applicant will be asked to complete Consent to Obtain a Criminal History Check Form and provide details of any relevant convictions.

All recommended candidates (i.e. the most meritorious applicants) will be checked through the Queensland Police Service for any relevant criminal history, regardless of information supplied on the relevant form. If necessary, a candidate may also be required to undertake a New Zealand criminal check.

Mandatory qualifications / professional registration

Mandatory qualifications are required for specific roles, and the advertisement will stipulate these. You must provide JP Certified or evidence if you are the successful candidate.

Disclosing previous formal disciplinary action

Applicants are required to disclose any previous history of serious disciplinary action taken against them within the Queensland Public Service.

For clarification regarding what is defined as serious disciplinary action, please refer to section 179A of the *Public Service Act 2008*.

RECOGNITION OF PREVIOUS EMPLOYMENT

You may be eligible to have your previous employment recognised for leave entitlements and salary increment purposes. The Chair of the Selection Panel can provide you with further information.

COMMENCING EMPLOYMENT

PROBATION

You will be required to complete a period of probation in accordance with the *TAFE Queensland Award - State 2016*.

PAY RATES

Appointments will usually be offered at the first pay point of the relevant classification level. In some circumstances, you may present a case to the Panel demonstrating a higher level of skills and knowledge to negotiate salary within the classification level.

This does not apply to all appointments so please discuss with the Panel Chair during the interview stage or at the time of offer.

CODE OF CONDUCT

TAFE Queensland employees must also abide by the Queensland Government's *Code of Conduct for the Queensland Public Service*.

FORMAL QUALIFICATIONS

TAFE Queensland equally values the importance of formal Australian Qualification Framework and on-the-job training, structured professional development, or life experiences.

TAFE Queensland will assess an applicant's skills, knowledge and abilities against the requirements of the Role Description without prejudice regarding the origin of those skills, knowledge and abilities.

GENERAL INFORMATION

Travel between numerous locations and campuses may be required. Some after-hours work may be required.

TAFE Queensland is committed to the multi-skilling of staff; performing duties that vary from those stated in the advertisement may be required.

FUTURE VACANCIES

Some advertisements may state that applications will remain current for 12 months and you may be considered for other similar vacancies as they arise within that period. If this occurs, you will be contacted by the Panel or the TAFE Queensland Human Resource Team.

// **CONNECT WITH US**



TAFE Queensland has been continuing to implement a range of proactive measures to limit the impact of COVID-19 and to support our students in continuing their study. We are continually evaluating our approaches to workplace health, safety and wellbeing issues for our staff and students based on advice provided by Queensland Health, this may mean using alternative delivery models.

RTO 0275 | CRICOS 03020E | PRV13003

Disclaimer: The information contained in this guide is correct at time of printing, (31 March 2022). For the most up to date information please refer to our website at tafeqld.edu.au.

In many areas of Australia it is considered offensive to publish photographs of Aboriginal and Torres Strait Islander people who are deceased. Readers are warned that this publication may inadvertently contain such photographs.



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